



## BALLAARAT MECHANICS INSTITUTE

### ROLE STATEMENT

<b>Role title:</b>	EXECUTIVE MANAGER
<b>Reports to:</b>	President of Board
<b>Other Organisational relationships:</b>	<ul style="list-style-type: none"><li>● Working relationships with other Board members, as demanded by project or function.</li></ul>
<b>Direct Reports:</b>	<ul style="list-style-type: none"><li>● Venue &amp; Facilities Coordinator</li><li>● Librarian</li><li>● Finance Officer</li><li>● Volunteer Coordinator</li><li>● Cleaner</li><li>● Other staff (including contractors) as agreed in future</li></ul>
<b>Date:</b>	May 2019

#### INSTITUTE VISION

The activities of the Ballarat Mechanics' Institute will reflect a sense of its history while evolving over time to achieve the original objectives in contemporary ways. The Institute will responsibly maintain its heritage buildings and collection of print materials. It will develop and use its facilities and resources, in consultation and concert with other organisations, to enhance the cultural, intellectual, social, economic and recreational life of its members and the community

#### INSTITUTE STRATEGIC OBJECTIVES

The BMI has four high priority objectives to achieve. They are to:

1. Secure the future of the 158 year-old Institute in a contemporary business structure;
2. Maintain and market the services and facilities offered to the community by the Institute;
3. Establish and strengthen partnerships with other community organisations, businesses and the professions; and
4. Consolidate and expand the Institute as an historic, integral part of the Ballarat arts, cultural and educational community and economy

## **POSITION RESPONSIBILITIES**

1. Priority focus on the Institute's financial sustainability by growing venue hire and other income, identifying opportunities for external funding and overseeing the development of submissions for both recurrent and capital funding.
2. Support the Board and its committees with the development and implementation of the Strategic, Business and Marketing Plans.
3. Manage and lead the Institute's staff, including the conduct of regular communication/feedback sessions.
4. In conjunction with direct reports, manage and lead the Institute's volunteers, ensuring regular communication to maintain interest and involvement.
5. Attend Board, and Executive meetings and as required, be an Ex-Officio member of the Institute sub-committees.
6. Develop and implement Human Resource management policies and procedures that reflect current business practice.
7. In consultation with the Venue and Facilities Coordinator, establish a process that ensures all venue hire fees take all direct and indirect costs into account.
8. Develop and enhance beneficial relationships with the City of Ballarat, government agencies, community organisations, businesses and professions in order to maximise opportunities for the Institute and represent the Institute at relevant forums.
9. Develop and implement an asset management system to guide the Institute's routine/periodic expenditure and regulatory requirements.
10. Identify an annual Training Plan for Board, staff and volunteers for approval by the Executive and implement the plan once approved.

## **KEY PERFORMANCE MEASURES**

Key Performance Measures will be set out in the employee's agreed Annual Performance Plan, which will be negotiated with the President of the Board following appointment.

## **KEY SELECTION CRITERIA**

### **ESSENTIAL – POSITION SPECIFIC CRITERIA**

1. At least three years of demonstrated successful senior management together with an understanding of member-based organisations.
2. Ability to market the Institute and grow the commercial income to ensure the Institute's profitability and financial sustainability
3. Ability to effectively manage human, physical and financial resources.
4. Excellent interpersonal and communication, conflict management, negotiation, and problem solving skills and a leadership style that fosters a co-operative, team based approach.
5. Ability to work independently, capacity to exercise sound judgement, work without supervision and to determine the best course of action to meet position objectives
6. Demonstrated ability to foster productive relationships with all constituencies within an organisation, with industry, government, and the community.

### **DESIRABLE – POSITION SPECIFIC CRITERIA**

7. Relevant networks in the Government and education sectors, relevant industries, professional groups and the community